



# Howard Happenings

## September, 2014

[www.howardelementary.org](http://www.howardelementary.org)

### HOURS OF SUPERVISION

School hours are from 7:55-2:05 (1<sup>st</sup>-5<sup>th</sup>) and 7:55-12:05 (KG). Supervision is provided from 7:30-7:55, in the cafeteria. Students arriving during this time should report to the cafeteria. Students arriving after 7:55 should check in to the office before going to class. School begins at 7:55.

### TECHNOLOGY USAGE & FEE

At Howard Elementary, technology is used to support learning and to enhance instruction. It is a general policy that all technology is to be used in a responsible, ethical, and legal manner. At Howard, all students have access to a laptop. In addition, each student in grades 1-5 is issued a laptop or tablet for use in the classroom and, on occasion, at home. Prior to technology usage, students are required to review expectations including the treatment of the equipment and the proper usage of the technology. Laptops and tablets are issued for educational purposes, only. Each student is expected to sign a *Howard Technology Contract* in order to use the technology available at our school. In order for students to take hardware home, parents are required to attend training (every other year), sign a technology contract, and pay a \$30 supply fee. Thanks to our PTO's efforts with Tech Trot last spring \$10 will be covered for each student. If paying in increments is most convenient for your family, this is an option. Please understand, however, that until the full fee is paid, students will need to keep their hardware at school. Please contact the school office if paying the fee presents a hardship for your family.

### MEDICATIONS

We do not dispense medications of any type (prescription, cough medicine, aspirin, etc.) without a parent's signature. In the interest of efficiency, physician's signatures are not required when PRESCRIPTION medications are brought to school IN THE PRESCRIPTION CONTAINER with directions and a current date. The written instructions on the container must correspond with the instructions parents give the school. We will still need to have a MEDICATION FORM filled out by the parent to retain on file for the school year. If there is a change in the directions then you will need to get that change in writing, from the physician, or ask your pharmacist to make up a new container reflecting the updated directions. We will not accept any medication brought to the school in baggies or any container other than the original prescription bottle. CHILDREN ARE NOT ALLOWED TO BRING ANY MEDICATION TO SCHOOL WITH THEM. PARENTS MUST BRING ANY MEDICATION (EVEN OVER THE COUNTER MEDS) TO THE OFFICE.

### WEDNESDAY EARLY DISMISSAL

Please remember that EVERY Wednesday students are dismissed at 1:05; 11:35 for Kindergartners. There is no one available to supervise children after this time. Unfortunately, children left waiting for a ride home spend a very long and uneventful hour sitting in the hall outside of the office. Please make note of this regular early dismissal to avoid a missed pick up of your child.

**DON'T FORGET!**

### HOWARD SOCIAL MEDIA LINKS!

In addition to our school website and school newsletters, stay connected with Howard happenings through our social media accounts on Facebook, Twitter, and Instagram. These accounts are used to share information, events and activities happening\_at Howard throughout the school year. Hopefully this will become an easy way for families to stay in touch with what's going on at our school.

<https://www.facebook.com/4jhoward>

<https://twitter.com/howardschool>

<http://instagram.com/4jhoward>



### HOW DO I FIND MY CHILD'S BUS STOP?

4J's Transportation Department has set up a new system for finding your child's bus stop and times. The steps are as follows: Log onto [www.4j.lane.edu](http://www.4j.lane.edu), select the "department" tab, next select the "transportation" tab, and then finally select "find my bus stop" and enter your address. This will give the most accurate information available.

### STUDENT PICK UP

Please remember when picking up your child from school that you need to park your car in the designated areas. For safety reasons, Do NOT block or park your vehicles in the bus lanes or bike paths, or behind other marked parking spaces. These areas must be kept clear so that children can safely navigate to busses and cares. And remember, disabled parking spaces are for individuals with permits, only. Finally, so that a driver's full attention is on student safety, we would ask for your cooperation in keeping arrival/dismissal times a CELL FREE time.

**IMPORTANT REMINDER** – If there is a change in your child's regular PM "pick up" routine, a written note is required.

### BREAKFAST REMINDER

Breakfast is served daily from 7:25 a.m. – 7:50 a.m. and is FREE to all students. It is VERY important that your child gets a good breakfast in order to have a successful day. If you choose to take advantage of Howard's Breakfast Program, we ask that your child(ren) are in the cafeteria no later than 7:40 a.m. This will ensure that they will be able to arrive in class on time.

### FREE AND REDUCED LUNCHES

This is a reminder that you need to fill out a new Free/Reduced Lunch Form for your child/children every school year. **Even if you do not intend to use this service and you qualify, please take the time to fill out a form and turn it in.** As a Title 1 school much of our funding is based on the number of students that qualify for free or reduced lunch, so it is very important to have every eligible family in the system. If you have not yet applied for this year's meals, please pick up an application in the reception area at the school or check your "Back to School" packet. The deadline to have these forms turned in is October 17.

**DISTRICT NOTIFICATION**  
**Regarding Bullying, Intimidation, Harassment,**  
**Discrimination, Hazing and Retaliation**

Eugene School District 4J has policies and programs to prohibit and prevent bullying, intimidation, harassment, discrimination, hazing and retaliation. Discrimination is prohibited on the basis of disability, race, color, national origin, ethnicity, sex, sexual orientation, age, religion, marital status, socioeconomic status, source of income, cultural background, familial status, physical characteristic, or linguistic characteristic of a national origin group, in any instructional program, extracurricular activity, or in the provision of any other service or benefit.

The district encourages students, parents and other patrons to share their concerns with district officials if they believe they or someone else has been the victim of bullying, intimidation, harassment, discrimination, hazing or retaliation. They can be assured that no reprisal or adverse action will occur as a consequence of initiating a complaint. Complaint forms and information about the complaint process are available in all 4J school offices and at the 4J Education Center, 200 North Monroe Street, Eugene, OR 97402. For more information, contact your school principal or the superintendent's office, 541-790-7707.

**SCHOOL TO INFORM PARENTS IF THEIR STUDENT RECEIVES A THREAT**

"Oregon law requires schools to inform parents if their son or daughter's name appears on a targeted list (i.e. a "hit list") that threatens violence or harm from another student." We will be using the following procedure to inform you if your student either receives or makes a serious threat of violence or harm.

If your son or daughter's name appears on a list threatening violence or harm by another student, we will attempt to meet with you personally, or talk by telephone, within 12 hours of learning about the threat. We will tell you about the threat, who made it (if we know), and the action we are taking to respond to it. We will also send you a notice within 24 hours, stating that your son or daughter received a threat. Our number one priority will be to make sure that school is safe for your children.

If your son or daughter made the threat, we will let you know that he or she made it and the action we are taking, including informing the parents of the student who received the threat that your student made. We are also required by the district's "Student Rights and Responsibilities Handbook" to inform the police.

**STUDENT INFORMATION AVAILABLE TO NON-CUSTODIAL PARENTS**

Howard Elementary is able to provide all co-custodial or non-custodial parents a duplicate copy of all district labeled mailings. Please let the school office know if you would like the name of a co-custodial or non-custodial parent added to the student's enrollment information.

**MESSAGES FOR STUDENTS**

Please make sure that your child knows what they will be expected to do when the school day is over before they leave home in the morning. Staff is not available to hand deliver messages throughout the day and when the bell rings at the end of the school day it becomes quite difficult to reach individual children that we have taken messages for. We will be happy to deliver messages in an EMERGENCY situation, but if at all possible please make sure that your child(ren) knows who will pick them up, if they should walk home, or ride the bus before they leave for school.

**STUDENT ATTENDANCE AND TARDIES**

One of the most reliable predictors of school success is regular attendance. Absences for any reason result in lost instruction time. We know that students who fall behind often become discouraged learners. It is our hope that we can work together to encourage your child's regular attendance and success at school. We understand that there are many factors in your lives that make it difficult, at times, for your child to be in school or on time. However, it is important that we work with you to reduce these to an absolute minimum. **Please remember that your child is expected to be in his or her classroom at 7:55 a.m.** The first bell rings at 7:50 a.m. giving your child 5 minutes to hang up their coat, retrieve homework, etc. Class activities start promptly with morning announcements. This morning class time is one of the most important times of the day. When a child comes in late, not only have they missed valuable class time, it is disruptive to his or her classmates.



When your child is going to be late or absent from school, please call the office at 790-4940, before 8:15 a.m. and inform the office staff. You may leave a message on the voice mail, if calling before office hours. Please leave the name of your child, their room number, and the reason for the absence. It is extremely important that this be done, as every child must be accounted for on a daily basis. As a friendly reminder, according to **Oregon Truancy Regulations**, if your student has eight unexcused half-day absences in any four-week period, you will receive a letter from the school notifying you of our attendance concerns. Please understand that if irregular attendance continues, we will be obligated to make a referral to a truant officer for further investigation.

**TITLE ASSESSMENT TESTING**

The Eugene 4j School District administers both reading and math assessments to each of our students three times a year ~ fall, winter, and spring. Students scoring below the 20<sup>th</sup> percentile may be recommended, by the building-level team, to receive instructional interventions in reading and/or math. Students receiving interventions will have their progress monitored during regular intervals. At our school, all students receive 45 minutes of reading instruction and 45 minutes of instruction in the area of mathematics, each day. Parents/guardians will be notified if their child is recommended to receive additional reading or math instruction.

**PARENT REPRESENTATIVE NEEDED FOR SITE COUNCIL**

The purpose of Site Council is to work with staff to develop, implement, and provide oversight of Howard's School Improvement Plan. In addition, input regarding school programming/initiatives, curriculum, and family involvement efforts is often solicited. This governing body meets one Monday a month, from 2:30 – 3:30. The council membership includes 2 parent representatives with the term lasting 2 years. If you are interested, please complete a Site Council Nomination form (available in the office). Ballots will be distributed and voted on at the September 16 PTO meeting.

**UPCOMING EVENTS**

- 9/16- PTO Meeting, 6:00 p.m.
- 9/29 –Site Council, 2:30
- 10/3 – Professional Development, No School
- 10/10 – State Inservice – No School
- 10/17- School Pictures
- 10/21 – PTO Meeting, 6:00 p.m.
- 10/27 – Site Council, 2:30
- 10/29 – 4:00 – 8:00 Conferences
- 10/30 – 8:00 – 8:00 Conferences
- 10/31 – No School – Teacher Comp. Day